QUALITY ASSURANCE AND ACCREDITATION POLICY

2026 Edition

Policy No. : EOMS 21001: 2018/Pol/ G&FE /2025-2026/11

Sathyabama Institute of Science and Technology

(Deemed to be University)

Rajiv Gandhi Salai, Chennai – 600119, Tamil Nadu, India

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DOCUMENT CONTROL SHEET

Particulars	Details
Policy Title	Quality Assurance and Accreditation Policy
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DOCUMENT CLASSIFICATION : This document constitutes an official policy of the Deemed to be University. The provisions of this policy shall be implemented and interpreted in accordance with the applicable statutory and regulatory requirements, and in conjunction with other relevant policies, regulations, ordinances, and guidelines of the Institution.

QUALITY ASSURANCE AND ACCREDITATION POLICY

1. PREAMBLE

Sathyabama Institute of Science and Technology is committed to fostering a culture of quality, excellence, innovation, accountability, and continuous improvement in all its academic, research, administrative, extension, and support functions. The Institution recognizes quality assurance as a strategic and continuous process that contributes to institutional effectiveness, stakeholder satisfaction, accreditation success, and global competitiveness.

The Institution shall establish systematic mechanisms for quality planning, implementation, monitoring, evaluation, feedback collection, audits, accreditation, ranking participation, and policy compliance. Through these mechanisms, the Institution seeks to continuously enhance its academic standards, operational efficiency, governance systems, and stakeholder engagement practices.

This Policy provides a comprehensive framework for institutional quality assurance, accreditation readiness, continuous quality improvement, stakeholder feedback, academic and administrative audits, and policy monitoring to ensure alignment with national and international quality benchmarks.

2. OBJECTIVES

The objectives of this Policy are to:

1. Promote a culture of continuous quality improvement across the Institution.
2. Strengthen institutional effectiveness and accountability.
3. Ensure systematic monitoring and evaluation of academic and administrative processes.
4. Facilitate evidence-based decision-making through stakeholder feedback.
5. Support accreditation, ranking, and quality certification initiatives.
6. Establish mechanisms for policy monitoring and compliance.
7. Enhance stakeholder satisfaction and institutional performance.
8. Ensure compliance with regulatory, statutory, and accreditation requirements.

3. SCOPE

This Policy applies to all:

- Schools and Departments
- Research Centres
- Administrative Offices
- Support Services
- Faculty Members
- Staff Members
- Students
- Alumni
- Employers and Industry Partners
- External Stakeholders

The Policy covers all academic, administrative, research, extension, governance, and support activities of the Institution.

4. QUALITY ASSURANCE FRAMEWORK

The Institution shall establish a comprehensive Quality Assurance Framework coordinated through the Internal Quality Assurance Cell (IQAC).

The framework shall include:

- Quality Planning
- Quality Monitoring
- Quality Assessment
- Quality Enhancement
- Accreditation Management
- Ranking and Benchmarking
- Stakeholder Feedback Systems
- Academic and Administrative Audits
- Policy Monitoring and Compliance

5. CONTINUOUS QUALITY IMPROVEMENT (CQI)

The Institution shall adopt Continuous Quality Improvement (CQI) as an ongoing process aimed at enhancing academic and administrative performance.

CQI activities may include:

- Outcome-Based Education (OBE) Review
- Curriculum Enhancement
- Teaching-Learning Improvement
- Research Quality Enhancement
- Student Support Improvement
- Administrative Process Optimization
- Technology Integration
- Infrastructure Enhancement
- Best Practice Documentation
- Innovation and Institutional Benchmarking

Corrective, preventive, and developmental actions shall be undertaken based on performance reviews and quality assessments.

6. STAKEHOLDER SURVEY AND FEEDBACK SYSTEM

The Institution shall establish structured mechanisms for obtaining feedback from stakeholders.

Stakeholders may include:

- Students
- Faculty Members
- Alumni
- Employers
- Recruiters
- Parents
- Research Scholars
- Industry Experts
- Community Partners

Feedback may be collected on:

- Curriculum Design
- Teaching-Learning Process
- Infrastructure and Facilities
- Student Support Services
- Research Facilities
- Administrative Services
- Placement and Career Development
- Institutional Environment

Feedback shall be analyzed systematically, and action taken reports shall be prepared and monitored.

7. ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

The Institution shall conduct Academic and Administrative Audits periodically to evaluate effectiveness, efficiency, compliance, and quality performance.

7.1 Academic Audit

The Academic Audit may evaluate:

- Curriculum Delivery
- Teaching-Learning Practices
- Assessment Systems
- Learning Outcomes
- Research Activities
- Student Performance
- Faculty Development
- Academic Governance

7.2 Administrative Audit

The Administrative Audit may evaluate:

- Governance Processes
- Policy Implementation
- Documentation Systems
- Financial Procedures
- Human Resource Practices
- Student Services
- Infrastructure Management
- Regulatory Compliance

Audit observations shall be documented and corrective actions shall be implemented within specified timelines.

8. ACCREDITATION AND RANKING FRAMEWORK

The Institution shall actively pursue quality certifications, accreditations, rankings, and recognitions to benchmark institutional performance.

These may include:

- ABET Accreditation
- NAAC Accreditation
- NBA Accreditation
- NIRF Ranking
- QS Rankings
- Times Higher Education Rankings
- ISO Certifications
- Other National and International Quality Frameworks

The IQAC shall coordinate accreditation and ranking activities in consultation with relevant stakeholders.

9. POLICY MONITORING AND COMPLIANCE

The Institution shall establish a systematic mechanism for monitoring compliance with institutional policies.

The process shall include:

- Policy Dissemination
- Policy Awareness Programmes
- Periodic Compliance Reviews
- Internal Assessments
- Documentation Verification
- Corrective and Preventive Actions

All Schools, Departments, Centres, and Administrative Offices shall ensure compliance with approved institutional policies.

Non-compliance shall be reported to the competent authority for appropriate action.

10. PERFORMANCE MONITORING AND REVIEW

The Institution shall periodically monitor quality indicators including:

- Student Success Metrics
- Research Productivity
- Accreditation Outcomes
- Stakeholder Satisfaction Levels
- Placement Performance
- Faculty Development Indicators
- Infrastructure Utilization
- Governance Effectiveness

Quality indicators shall be reviewed periodically for continuous improvement.

11. GOVERNANCE FRAMEWORK

The implementation of this Policy shall be overseen by:

- Executive Council
- Vice Chancellor
- Registrar
- Internal Quality Assurance Cell (IQAC)
- Deans
- Heads of Schools and Departments
- Academic Council
- Finance Committee
- Various Statutory and Non-Statutory Committees

The IQAC shall serve as the nodal body for coordination, monitoring, review, and quality enhancement activities.

12. ROLES AND RESPONSIBILITIES

12.1 Internal Quality Assurance Cell (IQAC)

The IQAC shall:

- Coordinate quality assurance activities.
- Facilitate audits and accreditation processes.
- Monitor quality indicators.
- Review stakeholder feedback.
- Prepare quality reports and action plans.

12.2 Schools, Departments and Centres

They shall:

- Implement quality initiatives.
- Maintain quality records.
- Participate in audits and reviews.
- Ensure policy compliance.

12.3 Faculty and Staff

Faculty and staff shall contribute to quality enhancement through active participation in institutional quality initiatives.

13. COMPLIANCE AND DOCUMENTATION

The Institution shall maintain records relating to:

- Feedback Analysis Reports
- Audit Reports
- Accreditation Documents
- Compliance Reports
- Action Taken Reports
- Quality Improvement Initiatives
- Benchmarking Studies

These records shall support institutional planning, review, accreditation, and quality enhancement activities.

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